



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**PENDING INTERNAL APPROVALS
ASSOCIATE INSURANCE COMPLIANCE OFFICER
\$4,316 - \$5,247
FIELD CLAIMS BUREAU
SACRAMENTO, SAN FRANCISCO, or LOS ANGELES
MULTIPLE POSITIONS**

RESPONSIBILITIES: Associate Insurance Compliance Officers will investigate, evaluate, and review insurance company claims handling procedures, policy forms, and claim files during the course of conducting field claims examinations. The incumbent's objective is to determine if the insurers' practices are appropriate, in accordance with the contract, in compliance with the California Insurance Code and other statutes, and to document violations and actions taken to correct non-compliant activities. The incumbent will either serve alone, as a team leader, or as a full team member (sharing equal responsibility) during field claims examinations; and perform other related duties as required. ***Travel in and out of the State is required.***

DESIRABLE QUALIFICATIONS: Three years of experience in insurance claims adjusting; graduation from college with a bachelor's degree is highly desirable, however, experience will be accepted in place of the college degree on a year-for-year basis. Candidates must have knowledge of insurance practices and the Insurance Code, good computer skills, along with good analytical and verbal/written communication skills. ***Willingness to travel is required.***

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Insurance Compliance Officer level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance-Human Resources, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "AICO #413-xxx-8562-xxx" on the State application along with location preference.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: June 24, 2004 or until filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

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